

MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: Specialist TV Multimedia Position Grade: 7	FLSA Status: Non Exempt	Date: July 22, 1998 Job Code: 7-26
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Unknown
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GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Responsible for operation, set up and maintain Monroe County Government Access Cable Ch 16.

KEY RESPONSIBILITIES

1. * Responsible for live cablecasting of County Meetings
 2. * Responsible for Ch. 16 Video Bulletin Board
 3. * Cablecasting Coordination with others involved
 4. Edit/copy video tapes for county staff and public
 5. Train on audiovisual equipment
 6. * Audio/video operator at Marathon EOC during any/all emergencies.
 7. Minor troubleshooting of equipment
 8. Performs In-house video productions.
 9. Acquires channel programming and/or sources
 10. Orders supplies or needed maintenance
- *Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: High school diploma or GED required.

Experience: 2 years to 3 years minimum amount of prior related work experience.

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department and community.

Complexity: Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

Communication Requires regular internal and external contacts to carry out programs and to explain specialized matter.
with Others: Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial Involves no responsibility or authority for the direction of others.
Skills:

Working Conditions/ Works alone or closely with others/ Regular exposure to moving machinery and/or vehicles/
Physical Effort: Regular exposure to radiant or electrical energy/ Works on slippery or uneven surfaces/ Intermittently sitting, standing, stooping/ Typically standing and/or walking/ Typically crawling and/or kneeling/ Typically pushing and/or pulling/ Moderate lifting or carrying 25-50 lbs./ Using tools requiring high dexterity/ Requires good hearing.

Other: Requires valid Fla. Driver's License.

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APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____